

Template II: Institutional Arrangements for National Inventory Systems

Instructions

This report represents a summary of existing institutional arrangements for Greenhouse Gas (GHG) inventory management and planned improvements for your country. In preparing this report on country-specific institutional arrangements, most countries will need to assess and document the status of existing arrangements for inventory development and prioritize future improvements. This report also creates an archive for describing institutional arrangements in future National Communications and related documents.

The CD-ROM accompanying this handbook contains two versions of the templates. The first is the electronic version of this document with all sample text and instructions included in light green. The second version, without the light green text, is the one in which countries should enter country-specific data, and which they should use for preparing final reports. In the final plan, all green text should be deleted.

Step-by-step instructions are listed above. Each step is explained in detail in the corresponding section of the template.

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|---------|---|
| STEP 1: | Overview of Current Inventory Management Team |
| STEP 2: | Sectoral Roles and Arrangements |
| STEP 3: | Inventory Cycle |
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Institutional Arrangements for National Inventory Systems

II.1 Overview of Current Inventory Management Team

[INSTRUCTIONS: The inventory management team coordinates the development of the national GHG inventory. In this step, list the lead agency and identify inventory management team members. In the next step, list more specific information about contacts for data.]

Table II.1: Designated Inventory Agency

Agency	Address
Ministry of Environment (MoE)	5555 Green Blvd. City, Country

Table II.2: National Inventory Management Team

Role	Name	Organization	Contact Information	Comments
Inventory Director/Coordinator	Maria CarBòn	MoE		On short term contract; will be leaving in Dec. 2005
Energy Sector Lead				
Industrial Processes Lead				
Agriculture Sector Lead				
Waste Sector Lead				
LUCF Sector Specialist				
International GHG Policy Specialist: tracks capacity building efforts and IPCC process				
Data and Document (Archives) Manager Coordinator	Stu Dent			

Table II.3: Other Roles (Optional-Enter only if They Exist)

Role	Name	Organization	Contact Information	Comments
QA/QC Coordinator	Met Ticolous	Graduate student from Technical University		
Uncertainty Analysis Coordinator	Una Certaine	MoE		

[INSTRUCTIONS: Identify improvements to the existing inventory management structure. In preparing this section, consider whether any important tasks have not been delegated, and determine whether they could be delegated.]

Hire permanent staff for managing inventory archives.
Insufficient expertise in industrial processes.
No training in *IPCC Good Practice Guidance*.

II.2 Sectoral Roles and Arrangements

[INSTRUCTIONS: Two tables are provided for each sector to document existing arrangements for obtaining inventory data. In the first table, identify the organization that provides relevant data for estimating emissions. Use the examples provided as a guide for the type of information required.]

In the second table for each sector, explain in greater detail how the arrangements in the preceding table were established. Describe for each sector the strategies that were used to collect the necessary inventory data from an organization. In this description, address the following questions. Add additional comments if necessary.

- *Is there a formal legal contract between the organizations?*
- *Is it an informal arrangement (e.g., written or verbal communication with staff)?*
- *How was the request made?*
- *At what level of management was the request made?*
- *How was the organization motivated to share its data and information with the inventory agency?]*

Table II.4: Energy Sector Institutional Arrangements

Data Needs	Contacts	Organization	Contact Information (Email, Phone, etc.)	Comments
Energy consumption data	Met Hane	Energy Ministry Statistics office	Hane.met@mos.dat.ca	Current contact from whom we are getting data is leaving the Energy Ministry Statistics Office in June. Need to find a new contact.

Table II.5: Energy Sector Description of Institutional Arrangements

Strategy and Process Used for Collecting Data
e.g., Two-year contract with Ministry beginning in June 2003. Spoke with Liza Torres at Ministry, who had been a technical collaborator, on previous work. She set up meetings and facilitated establishment of an interagency understanding to provide data to the inventory team.

Table II.6: Industrial Processes Institutional Arrangements

Data Needs	Contacts	Organization	Contact Information (Email, Phone, etc.)	Comments

Table II.7: Industrial Processes Description of Institutional Arrangements

Strategy and Process Used for Collecting Data

Table II.8: Agriculture Sector Institutional Arrangements

Data Needs	Contacts	Organization	Contact Information (Email, Phone, etc.)	Comments

Table II.9: Agriculture Sector Description of Institutional Arrangements

Strategy and Process Used for Collecting Data

Table II.10: Waste Sector Institutional Arrangements

Data Needs	Contacts	Organization	Contact Information (Email, Phone, etc.)	Comments

Table II.11: Waste Sector Description of Institutional Arrangements

Strategy and Process Used for Collecting Data

Table II.12: LUCF Sector Institutional Arrangements (Optional)

Data Needs	Contacts	Organization	Contact Information (Email, Phone, etc.)	Comments

Table II.13: LUCF Sector Description of Institutional Arrangements (Optional)

Strategy and Process Used for Collecting Data

Table II.14: Other Sector Institutional Arrangements (Optional)

Data Needs	Contacts	Organization	Contact Information (Email, Phone, etc.)	Comments

Table II.15: Other Sector Description of Institutional Arrangements (Optional)

Strategy and Process Used for Collecting Data

[INSTRUCTIONS: Within each sector/source, list where institutional arrangements are well-established, where data are collected and managed adequately, and where strengthening is not needed. Given the key source analysis and existing institutional arrangements within each sector, identify what improvements are needed to improve the institutional arrangements for each specific sector (e.g., initiate collection of activity data, etc.)]

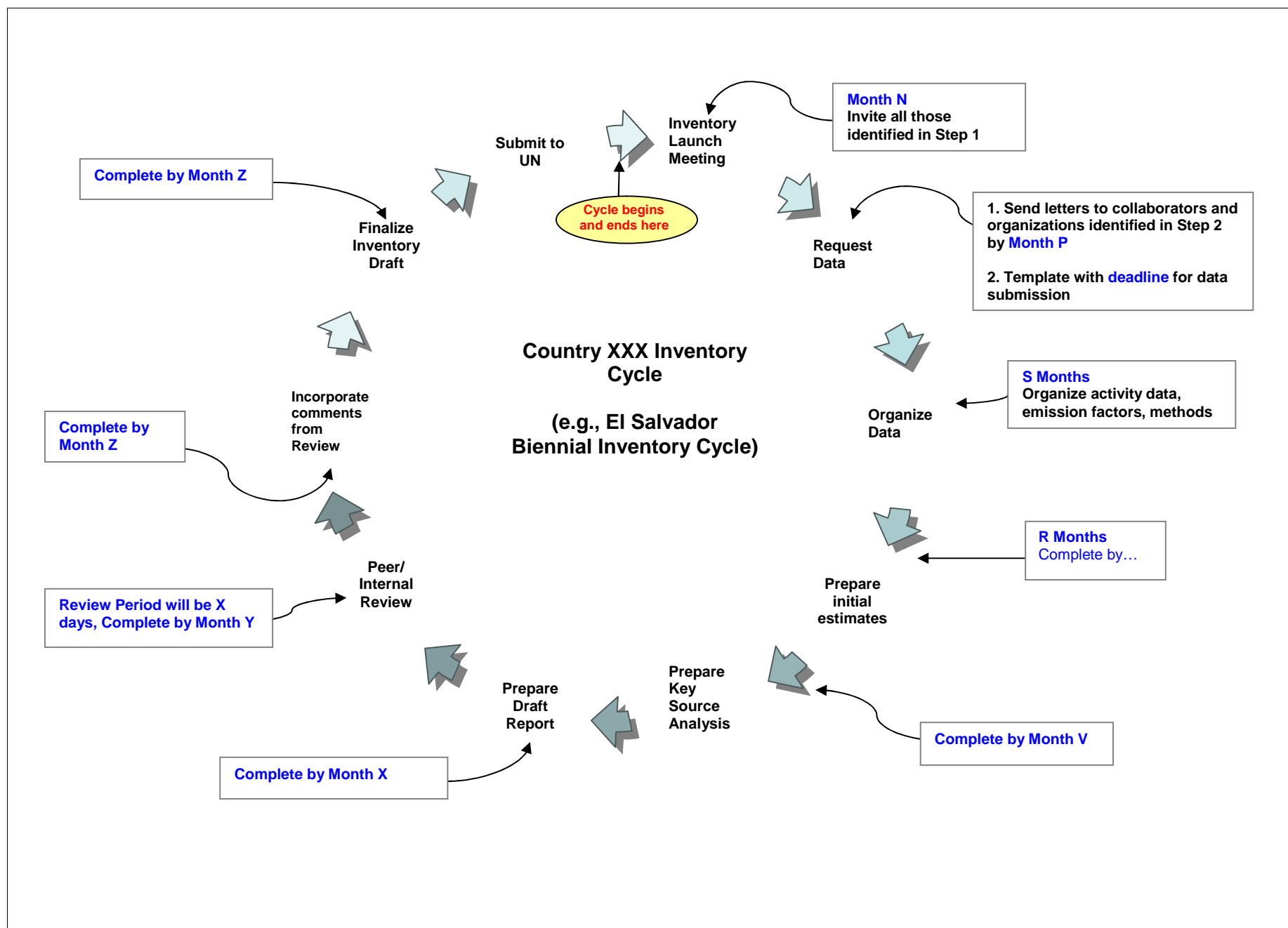
Table II.16: Identification of Improvements

Sector	Strengths in Institutional Arrangements
Energy	The inventory is managed by the Ministry of Energy and Industry, and thus we have internal access to this data and are knowledgeable about compatibility with IPCC methods, etc.
Industrial Processes	
Agriculture	
Waste	
LUCF	
Other	
Sector	Weaknesses in Institutional Arrangements and Proposed Improvements
Energy	
Industrial Processes	Initiate collection of activity data from major cement manufacturer. Need to determine point of contact and availability of data.
Agriculture	
Waste	
LUCF	
Other	

II.3 Inventory Cycle

[INSTRUCTIONS: The length of the inventory cycle depends on national circumstances and reporting requirements. The inventory cycle diagram below can be applied to annual, biennial, or longer-term completion cycles. In this step, use the diagram below to outline the overall inventory cycle as it exists in your country. Use the side boxes to note the length of time devoted to each phase or determine tentative completion dates for each phase.]

General Comments on Inventory Cycle



II.4 Archiving

[INSTRUCTIONS: In this step, respond to the questions listed. Use the sample responses as a guide.]

1. What archives exist from the last inventory? What archives exist from the last National Communication?

All files are kept in electronic copy at the Ministry of Environment. Currently no one is in charge of Inventory archives. All inventory team members manage their own files.

2. Who is responsible for the inventory archives? Are the files centrally managed? De-centralized? Multiple-archives?

Archive management is decentralized. All inventory team members manage their own files.

3. Are the inventory archives available in hard copy, electronic copy, etc.? Are files organized systematically?

We have some documents only in hard copy. Some are in electronic form.

II.5 Inventory Priorities

[INSTRUCTIONS: On the basis of Steps 1-4, list the most urgent improvements to your country's existing institutional arrangements required to help support a sustainable inventory management system.]

Action Number	Priority Actions for [Country] National System
1	Establish arrangements with X University and Ag Center for collection of data, as several agricultural sector sources are key sources.
2	